



Late Submission Policy

Policy Title	Late Submission Policy			
Course type	HE	<input checked="" type="checkbox"/>	Practical	<input type="checkbox"/>
School	London	<input checked="" type="checkbox"/>	Online	<input checked="" type="checkbox"/> Ibiza
Approved by	Academic Board			
Owner	Head of Quality			
Date Approved	July 2019			
Date of Last Review	August 2023	Date of next review:	August 2024	
Version	1.2			
Publication	Staff Access			<input checked="" type="checkbox"/>
	Student Access			<input checked="" type="checkbox"/>
	Public Access via Point Blank website			<input checked="" type="checkbox"/>

Document Revision History

Version Log

Committee / Approval Date	Author	Version	Publication Date	Page Reference & Summary

Related Documentation

Document Reference No. (Policy version / Supporting doc. #)	Document Type	Link or Dept. Owner	Document Title

Contents

1. Policy statement	4
2. Scope.....	4
3. Extenuating/Difficult Circumstances and Academic Support	4
4. Appeal procedures.....	5

1. Policy statement

- 1.1. Point Blank Music School recognises that to ensure equality of opportunity and protect academic integrity and the value of our awards and qualifications in the industry and for students, penalties for late submission must be maintained. We want our staff and students to understand that penalties for late submission are in the interest of the student community as a whole, to recognise the efforts, professional/organisation skills and value of the work by students who submitted on time and the grades they receive as a result. We wish to ensure that equality of opportunity is embedded in all our activities, policies and decisions and will work with our students to share good practice.

2. Scope

- 2.1. Any work that has been submitted after a deadline has passed will be classed as late. The only method of obtaining longer to submit assignments will be to submit an extension request/extenuating circumstances request via extenuating circumstances procedures. Work submitted by the extended deadline will not be considered late as long as the extended deadline is met; work submitted after the extended deadline without approval will be classed as late.
- 2.2. There will be no discretionary periods or leniency following the deadline time. A student who submits work at any time past the deadline will be failed and will need to resubmit to a new assignment brief in the following term.
- 2.3. The resubmission attempt will be capped at 40%.
- 2.4. Student disciplinary consequences will be in line with School policies in addition to the academic penalties of the failed late submission and capped resubmission. Penalties will also consider our Student Disciplinary Policy, Code of Conduct or Fitness to Study Policy, and in more serious cases may include a warning or withdrawal.
- 2.5. In cases where a component assignment is part weighted against other components in a module, the penalty will apply to the individual component, and will not affect the grade of other components for that module. The overall module grade will be the average grade of all components.

3. Extenuating/Difficult Circumstances and Academic Support

- 3.1. In every instance and case, students are strongly encouraged to submit an online [Extenuating Circumstances](#) application and request an extension/assessment adjustment if they have genuine extenuating circumstances. Work submitted by approved extended deadlines by the School will not be penalised in any way.
- 3.2. Please refer to the School's Extenuating Circumstances Policy and Guidance for further details. Outcomes of an accepted extenuating circumstances application may include an extension to the deadline/s or deferral of assessment to a later term without academic penalty. Temporary interruption may be recommended following approval of acceptance of a late submission if this is in the best interest of the student.

- 3.3. Each case will be assessed on an individual basis and approval of academic appeals as below, extenuating circumstances applications or penalties will take into consideration any extenuating circumstances or the wellbeing of the student.

4. Appeal procedures

- 4.1. Should a student have experienced extenuating circumstances during the term which affected their ability to submit on time, and for good reason, they did not inform the Assessments Team before the deadline or request an extension, they may submit an online [Academic Appeal](#) application.
- 4.2. *4.2 All students have a right to appeal the fail grade if they meet the criteria and can evidence that they had genuine extenuating circumstances affecting their ability to submit on time. In these circumstances, students may request approval of their late submission up to **5 working days after the deadline**. We encourage all students to submit requests as soon as the deadline has been missed by completing the online application form in line with the academic appeal policy, as we will not be able to accept late submissions after the marking period and once grades have been released. We require all applications to be submitted with evidence of extenuating circumstances.*
- i. Acceptable extenuating circumstances include:
- Those listed in table A, page 13 of [Middlesex University's policy](#).
 - Circumstances where students are unable to upload their submissions due to a technical error on Point Blank's website and submission page. Screenshots (including timestamps from before your deadline) of any technical errors must be taken as evidence and submitted with a detailed statement of your circumstances as part of your academic appeal. Appeals of late submissions due to students not allowing enough time to upload their assignments will **not** be approved. We advise all students to conduct an internet speed test in advance of the deadline, and to allow enough time for their submission or submit their assignments using on-campus facilities if required. Students will be encouraged to use VLE resources on preparing assignments for upload, as well as the uploading and submission process are available to all students, alongside class guidance, lecturer and technical assistant 1-2-1s prior to the deadline to support students.
- 4.3. Please refer to the School's Academic Appeal Policy and Guidance for further details.